

**MASTER NEGOTIATIONS AGREEMENT**

2018-2019 School Year

between

HIGHLAND EDUCATION ASSOCIATION

and

THE BOARD OF TRUSTEES  
OF  
HIGHLAND JOINT SCHOOL DISTRICT #305

This agreement, having been agreed to by both the Board and the Association, is effective as of the date set forth herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Association

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## NEGOTIATIONS AGREEMENT

This Agreement entered into by the Board of Trustees of the Highland Joint School District #305 (hereinafter referred to as the Board) and the Highland Education Association (hereinafter referred to as the Association), pursuant to the laws of the State of Idaho for the mutual benefit of both parties, the forenamed parties agree as follows:

1. Bargaining Unit: The Board recognizes the Association as the exclusive bargaining representative of all certified members, excluding the superintendent and principals. This recognition is based upon the Association having greater than 50% of the teaching staff designate the Association as their bargaining unit. Failure to have 50% of the teaching staff designate the Association as their bargaining unit would call for a vote for representation.
2. Negotiations: The Board and Association agree to meet and negotiate in good faith all matters relating to salaries and fringe benefits. Other areas of negotiations must be mutually discussed and agreed upon. Written items will specify the subject matter to be considered and include written proposals to be negotiated.
3. No Discrimination: The provisions of the negotiated Agreement shall apply to all employees covered by this Agreement without discrimination because of race, color, national origin, sex, or creed.
4. Exchanging Proposals: Both parties agree to meet in the spring of each year to exchange proposals. It is desired to conclude Negotiations no later than June 15 of the same year unless extension is mutually agreed upon.
5. Sessions: Negotiation sessions will be held on a regular basis at times and places mutually agreed to. Negotiations with the Board will be held in open session at designated board meetings.

6. Ratification: All items agreed to by both negotiating teams are tentative until ratified by the Association and the Board.

7. Definition: (as deemed by the Idaho Statutes, Title 33-1272)

“Professional employee” means any certified employee of a school district, including charter districts; provided, however, that superintendents, supervisors, or principals may be excluded from the professional employee group if negotiation agreement between the board and local education organization so specifies.

“Local education organization” means any local district organization duly chosen and selected by a majority of the professional employees as their representative organization for negotiations under this act.

“Negotiations” means meeting and conferring in good faith by a local board of trustees and the authorized local education organization, or the respective designated representative of both parties for the purpose of reaching an agreement, upon matters and conditions subject to negotiations as specified in a negotiation agreement between said parties.

## **ARTICLE I LEAVE**

### **A. SICK LEAVE**

Each professional employee shall be entitled to sick leave with full pay up to ten (10) school days in each year. When the effective date of appointment of a professional employee is before the beginning of the second semester of any year, he/she will be given credit for the full annual sick leave allowance. When the effective date of appointment of a professional employee is on or after the beginning of the second semester, the professional employee will be given credit for five (5) days sick leave allowance. Professional employees on extended contract will also be allowed an additional one (1) day per month to a maximum of twelve (12) days. Unused sick leave will be accumulated from year to year with an unlimited cap of days.

Professional employees will be allowed to use up to six (6) days of sick leave during any one (1) school year when such absence is due to illness in the individual's immediate family living within the home, subject to the approval of the superintendent.

Up to four (4) days of sick leave may be used during any one (1) school year when such absence is due to serious illness of the individual's family: father, mother, brother, sister, or foster parent. The superintendent may extend this definition upon application for such extension in unusual cases.

In the event of absence of a professional employee for illness or accident in excess of three (3) days, the Board may require an examination by a physician.

### **B. MISUSE OF SICK LEAVE**

If the principal or his/her superiors find that the professional employee has violated or misused this sick leave, the principal may require the employee to provide a signed statement attesting to his/her illness from a licensed physician for any subsequent absences. The employee will be notified in writing of this requirement, along with the reasons for such a decision. A copy of this notification will be sent to the Association. This requirement will remain in effect until the end of the school year or until revoked by the principal, whichever is the shorter period.

In the event that it can be shown that a professional employee violated or misused this sick leave policy or misrepresented any statement or condition under this policy, he/she may be subject to a reprimand and/or forfeiture of pay for the day or days absent.

C. TEMPORARY LEAVES OF ABSENCE

Professional employees will be granted the following temporary leaves of absence with pay during each school year upon written application to and with approval of the principal.

1. Personal leave shall be available to all certified employees. Personal leave will be granted to employees at four (4) days per year. Personal leave may be accumulated up to eight (8) days per employee. Once an employee has accumulated up to eight (8) he/she may use those days, at the discretion of the administration in one year. No more than three (3) personal days per year may be turned in for cash refund, at the rate of the current certified substitute teacher pay to the district. At retirement, only three (3) days of the current year may be cashed in. Payment will be made in the June pay check.
2. The employee will receive two (2) days of professional leave for the purpose of attending educational meetings, workshops or conventions, or visiting other schools. More may be allowed at the Superintendent's discretion.
3. Employees who must appear in legal proceedings connected with their employment with the District may be absent without loss of pay for that cause, except that in legal proceedings resulting from teachers being on strike against the District in which case 1/190th of the contract amount shall be forfeited for each day absent.

D. MATERNITY LEAVE

A professional employee who is pregnant will be entitled to leave of absence without pay for up to one (1) year to begin any time after the commencement of her pregnancy. Said employee will notify the appropriate administrator in writing of the intention to take such leave and, except in case of emergency, will give notice at least sixty (60) days prior to the date on which her leave is to begin. An employee who is pregnant or the spouse of the pregnant employee is entitled to three (3) days maternity leave separate from regular sick leave.

E. BEREAVEMENT LEAVE

Professional employees will, with the approval of the superintendent, be granted five (5) days a year with full pay when such absence is due to death in the immediate family.

F. EXTENDED LEAVE OF ABSENCE

Professional employees who have attained renewable contract status may request extended leaves of absence for one (1) year without pay under any one of the circumstances listed in this section. All requests for such extended leave of absence will be applied for and granted or rejected in writing. Such application will be reviewed by the principal and superintendent. If the latter approves, he/she will recommend that the leave be granted by the Board. An employee returning from an extended leave will be assigned to the same position as that which he/she held before assuming the leave, providing that position still exists. By mutual agreement between the employer and the employees, he/she may be given a different assignment.

Extended leaves of absence may be requested under, but not limited to, the following:

1. To serve in a county, state, or national public office.
2. To care for a sick member of the immediate family.
3. To serve as an exchange teacher or an overseas teacher.
4. To accept a sabbatical leave.

G. Other Leave

When professional employees become unforeseeably absent from their duties because of impassable routes to work caused by weather or other natural phenomenon beyond one's control, for one (1) to five (5) days, either consecutively or singly, the board agrees to the following:

A professional employee will be able to apply unused personal days to cover the absence, if one so desires.

A professional employee will be able to apply up to three (3) sick leave days to cover absences beyond those covered by the personal days.

For above described absences in excess of five (5) days, the district may withhold from the professional employee's salary the cost of a substitute teacher engaged on those days. A professional employee will never be assessed any money beyond that figure if aforementioned conditions exist.

H. Definitions

1. Immediate Family - "immediate family" in regards to the Master Contract is an employee's: Spouse, children, parents, siblings, grandchildren, and Mother and Father-in-laws.
2. Other leave for bereavement beyond the definition of immediate family can be approved by the superintendent in a case-by-case manner.

**ARTICLE II**

**HIGHLAND SCHOOL DISTRICT #305  
SALARY SCHEDULE  
2018-2019**

**HIGHLAND SCHOOL DISTRICT #305**

EXP	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	32751	33955	35204	36500	37845	39240	40687
1	33955	35204	36500	37845	39240	40687	42189
2	35204	36500	37845	39240	40687	42189	43747
3	36500	37845	39240	40687	42189	43747	45363
4	37845	39240	40687	42189	43747	45363	47040
5	39240	40687	42189	43747	45363	47040	48780
6	40687	42189	43747	45363	47040	48780	50585
7	42189	43747	45363	47040	48780	50585	52458
8	43747	45363	47040	48780	50585	52458	54401
9	45363	47040	48780	50585	52458	54401	56417
10		48780	50585	52458	54401	56417	58509
11					56417	58509	60679
12						60679	62930
13							65266

For certified staff employed at Highland during the 2001-2002 school year, a BA+72 will be recognized in the MA+36/ES DR column. Certified Staff hired after 2001-2002 will be frozen at the BA+60 column unless they have a Master's Degree.

**ARTICLE III**  
**Extra Assignment Pay Schedule**  
**2018-2019**  
**Base = \$32,751**

ACTIVITY	1st Year % of Base	AMOUNT	2nd Year % of Base	AMOUNT	3rd Year % of Base	AMOUNT	4th Year % of Base	AMOUNT	5th Year % of Base	AMOUNT
BOYS BASKETBALL	9.25%	3029	10.00%	3275	10.75%	3521	11.50%	3766	12.00%	3930
GIRLS BASKETBALL	9.25%	3029	10.00%	3275	10.75%	3521	11.50%	3766	12.00%	3930
FOOTBALL	9.25%	3029	10.00%	3275	10.75%	3521	11.50%	3766	12.00%	3930
VOLLEYBALL	9.25%	3029	10.00%	3275	10.75%	3521	11.50%	3766	12.00%	3930
ASST BOYS BB	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
ASST GIRLS BB	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
ASST FOOTBALL	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
ASST VOLLEYBALL	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
HS TRACK	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
CROSS COUNTRY	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
BASEBALL	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
SOFTBALL	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
CHEERLEADER ADV	7.00%	2293	7.50%	2456	8.00%	2620	8.50%	2784	9.00%	2948
ASST BASEBALL	5.00%	1638	5.50%	1732	6.00%	1889	6.50%	2047	7.00%	2293
ASST SOFTBALL	5.00%	1638	5.50%	1732	6.00%	1889	6.50%	2047	7.00%	2293
JH TRK (OUT OF CL)	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
JH TRK (IN CLASS)	2.25%	737	2.25%	737	2.25%	737	2.25%	737	2.25%	737
JR HI BOYS BB	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
JR HI GIRLS BB	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
JR HI VOLLEYBALL	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
MUSIC	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
PEP BAND	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
JAZZ BAND	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
SPEECH	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
GIRLS CLUB	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
DRAMA/FINE ARTS	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
ANNUAL	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
PHOTOGRAPHY	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
BPA	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
FCCLA ADV	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
CONCESSIONS	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392	4.25%	1392
KNOWLEGE BOWL	2.25%	737	2.25%	737	2.25%	737	2.25%	737	2.25%	737
SR CLASS ADVISOR	2.25%	737	2.25%	737	2.25%	737	2.25%	737	2.25%	737
JR CLASS ADVISOR	1.25%	409	1.25%	409	1.25%	409	1.25%	409	1.25%	409
SOPH CLASS ADV	0.50%	164	0.50%	164	0.50%	164	0.50%	164	0.50%	164
FRESH CLASS ADV	0.50%	164	0.50%	164	0.50%	164	0.50%	164	0.50%	164

## **ARTICLE IV INSURANCE**

The District will pay the subscriber's cost of medical, vision and dental insurance for the professional employee as specified under the Statewide Schools PPO plan (\$1000 deductible, 80% coinsurance, \$4,000 out of pocket, \$20 office co-pay, accidental coverage, 15/30/45 drug benefit). Dental coverage will be through Delta Dental and Vision coverage will be through Lifemap. The District and the Association will mutually determine the carriers and plan. Employees will also have the option of choosing a high deductible plan. If an employee chooses the high deductible plan, the difference between the costs of the plans will be deposited into a health savings account in the employee's name.

To ensure continuity of coverage, in the event insurance premiums for coverage under this article exceed the maximum allowed by the District for the prior contract year, the professional employee through payroll deduction will pay the difference in cost. However, if the difference paid by the professional employee is greater than the additional premium of the new negotiated policy, the District will reimburse to the employee the additional premium he/she has paid above the new policy premium for the months that the automatic extension of this continuity clause has been in effect.

## **ARTICLE V DUTY FREE LUNCH**

The District will provide a thirty (30) minute duty free lunch period.

**ARTICLE VI  
SICK LEAVE BANK**

The Board of Trustees hereby establishes a District Sick Leave Bank controlled by the following philosophy and regulations.

A. Purpose:

The purpose of the Sick Leave Bank shall be to provide professional employees who qualify by membership in the Bank with additional sick leave days needed to recover from a temporary illness, including for time lost due to illness in the immediate family. The Bank shall not be used as a reserve for time lost due to short term illnesses which would normally be covered by the employee's accumulated sick leave, bereavement, elective procedures or for purpose other than illness.

B. Administration:

The Sick Leave Bank shall be administered by the Sick Leave Council in conformance with the regulations set forth in this agreement. The Sick Leave Council shall be composed of three (3) association members.

C. Eligibility for Membership:

Membership in the Sick Leave Bank shall be extended to any professional employee of the School District who has accumulated one (1) day of personal sick leave as defined by Idaho Code 33- 1216 and 33-1217.

D. Membership:

Employees who donate one (1) day of accumulated personal sick leave to the Sick Leave Bank prior to April 1 of any year shall be members of the Bank and eligible for its services. A list of current Bank members shall be published by the Council and posted in the school every September.

E. Donations and Assessments: Donations and assessments to the Bank shall conform to the following regulations:

- a. Bank members shall be assessed one (1) day of accumulated personal sick leave per school year, prior to October 1st, if the bank has fallen below the lesser of the maximum capacity indicators, as defined below. New Sick Leave Bank members shall be assessed a total of two (2) days of accumulated personal sick leave (one joining day and one assessment day) prior to October 1st, if the bank has fallen below the lesser of the maximum capacity indicators, as defined below.

- b. Days donated to the Bank shall be non-returnable to the donor as accumulated personal sick leave in the event of loss of Bank membership or separation or transfer from the District.
- c. A Sick Leave Bank member may withdraw his/her membership, at any time, by submitting a written request to the Committee. A member may not withdraw those days of sick leave already contributed to the Sick Leave Bank. The days remain the property of the Sick Leave Bank and cannot be transferred if a professional employee leaves the District or chooses to drop membership in the Sick Leave Bank.

F. Maximum Capacity:

The maximum number of days in the sick leave bank will be computed as follows: Professional Employee member positions times two (2) days or one hundred ten (110) days, whichever is lesser. An assessment from all Sick Leave Bank members shall be made prior to October 1st, pursuant to Section E above, if the number of Sick Leave Bank available days has fallen below the lesser of these two maximum capacity indicators as of August 1st of any year.

G. Special Assessment:

If, at any time during a school year, the Bank's accumulated unused days drops to one-half ( $\frac{1}{2}$ ) the Bank's maximum capacity, the Council will notify the HEA that a special assessment of one (1) day per current member needs to be made. The HEA will distribute and collect donation forms which shall then be transmitted to the Council. The Council will give a list of donors to the District's business office so they can deduct the appropriate number of accumulated sick leave days from each donor's personal account. A professional employee may donate one (1) day, and the special assessment shall be only one (1) day. Any current member not donating a day under the special assessment shall be dropped from the Sick Leave Bank. Current members who have no accumulated personal sick leave days at the time of the special assessment shall continue as current members without penalty.

H. Maximum Withdrawal:

The maximum number of days that can be granted by the Sick Leave Council per request is twenty five (25) days or the maximum number of days available for first through third year Sick Leave Bank members, as outlined below, whichever is less. A member who is eligible for additional days may reapply for more days as needed beyond twenty five (25) days. The maximum number of days that shall be available for individual certificated employee use in any one (1) school year shall be as outlined below:

- a. First year Sick Leave Bank member, 10 days

- b. Second year Sick Leave Bank member, 15 days
- c. Third year Sick Leave Bank member, 20 days
- d. Fourth year Sick Leave Bank member, 25 days
- e. Fifth year Sick Leave Bank member and beyond, 50 days

An individual employee may use no more than one hundred twenty (120) days from the Sick Leave Bank in any ten-year period.

- I. Employee Use of the sick Leave Bank:  
Members shall conform to the following regulations when requesting use of Bank days:
  - a. The member, or the President of the Highland Education Association (HEA), when the member is incapacitated, shall secure written evidence from the School District's business office that: he/she has used all of his/her accumulated leave.
  - b. The member, or the President of HEA acting for the member, shall secure written proof of illness from a licensed physician or qualified medical professional adequate to protect the district against malingering and false claims of illness as provided by Idaho Code 33-1216 and 33-1218.
  - c. The member, or President of the HEA acting for the member, shall secure written notification of the member's return to work date. If return to work is on half-day basis, the doctor must specify on the back to work notification. If prolonged illness requires subsequent related periodic visits to the doctor or medical facility during school time the doctor must specify. The certificated employee shall make every effort to schedule appointments before or after school. Such specified days shall be covered by the Bank provided the maximum number of days drawn does not exceed the maximum individual withdrawal as outlined in Section H above.
  - d. The President of HEA shall forward the above necessary documents to the Sick Leave Council in writing within three (3) days of receipt of items 1, 2 and 3 above.
  - e. The Council shall give full consideration to the licensed physician's or qualified medical professional's recommendations and shall make final approval or disapproval of the request in full or in part in writing to the member within three (3) days of receipt of items 1, 2, 3 and 4 above.
  - f. If the member's request is approved, immediate transfer of the approved number of days from the Bank to the member shall be made.

- g. In the event of a recurring illness, the eligible Sick Leave Bank member, as stated in Section F, above, or the President of the HEA must reapply for every twenty five (25) days sick leave needed from the Bank.

J. Repayment of Days

A certificated employee who has been granted ten (10) or more sick leave bank days in any one (1) school year, commencing with the 2018-2019 school year, shall be required to repay the Sick Leave Bank one (1) day for every ten (10) days used. Repayment days must be paid back in increments of no less than one (1) day per school year, assessed by October 1st, commencing in the school year following the grant. Repayment days do not count toward assessments. If the professional employee opts out of the Sick Leave Bank, the employee will still be assessed the repayment days.

**ARTICLE VII  
SUMMER SCHOOL PAY AND EXTRA DAY PAY**

District will pay summer school professional employees who are regular district professional employees at their regular hour wage (as divided out from contract to hourly rate).

Professional employees asked to work over their 190 day contract will be paid a wage equal to 1/190th of their regular contract for those extra days.

**ARTICLE VIII  
PAYMENT FOR CREDITS**

Certified staff members will be awarded three (3) credits per annum per year with a reimbursement of \$200.00 per credit for the 2018-2019 school year. The reimbursement for credits earned will be on an annual basis and saving credit reimbursement for future years payment will not be reimbursed. Any credits that are to be earned must first receive approval by the Superintendent of Schools no later than May 15 of the year in consideration. Reimbursement to any staff member will occur only after the District has received evidence that the credit(s) agreed upon has/have been properly transcribed from the accredited college or university.

**ARTICLE IX  
MILEAGE REIMBURSEMENT**

Mileage reimbursement for approved travel will be paid at rate set by the State Board of Examiners.